



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

MEMORANDUM

To: All Providers
From: Stephen H. Norris *SHN*
Deputy Commissioner
Date: June 24, 2005
Subject: Training Requirements

As you know, the Provider Manual became effective **May 17, 2005**, (90 days from **February 17, 2005**). Therefore, the training requirements outlined in the Provider Manual became effective for all new staff hired on or after **May 17, 2005**. For all current/tenured staff (hired prior to **May 17, 2005**), they are to be trained on the following new curricula by **November 30, 2005**:

- Abuse Prevention (previously titled, What is Abuse? How Do We Prevent It?)
- Protection from Harm (previously titled, Incident Management)
- Title VI
- ISP Overview

Please check the Quarterly Training Calendar at www.state.tn.us/dmrs/training for training dates or contact your Regional Training Coordinator at the following telephone numbers:

Loretta Coleman, West Tennessee Regional Office - (901) 213-1813
Alice Taylor, East Tennessee Regional Office - (423) 787-6757 ext. 112
Tina Mount, Middle Tennessee Regional Office - (615) 884-1938

If you have any further questions or concerns, please contact Kimberly Dean at (615) 741-7275.

SHN:kd

cc: CO Directors
Regional QA Directors
Regional Training Coordinators
Regional Operations Directors
Regional Directors